

**REASON FOR THIS POSITION**

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**POSITION DESCRIPTION  
COVER SHEET**

**RECOMMENDED**

4. TITLE Equal Opportunity Specialist (Civil Rights Analyst)			5. PAY PLAN GS	6. SERIES 360	7. GRADE 9
8. WORKING TITLE (Optional)				9. INCUMBENT (OPTIONAL)	

**OFFICIAL**

10. TITLE Equal Opportunity Specialist (Civil Rights Analyst)						
11. PP GS	12. SERIES 360	13. FUNC	14. GRADE 9	15. DATE	16. I/A <input type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER

**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st U.S. Department of Housing and Urban Development	5th
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th HUB	8th

**SUPERVISOR'S CERTIFICATION**

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE <i>Susan M. Forward</i>	20. DATE 7/17/97	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE Susan M. Forward, Deputy Assistant Secretary and Enforcement and Investigations		24. SECOND SUPERVISOR'S NAME AND TITLE	

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	28. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			<b>TOTAL POINTS</b>		
					<b>GRADE</b>

**CLASSIFICATION CERTIFICATION**

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE <i>Bill Lin</i>	30. DATE 7/18/97
31. NAME AND TITLE PLMS	

32. REMARKS	33. OPM CERTIFICATION NUMBER
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US OPM PCS for the GS-360 of 11/80 to 49  
H 000000

FAIR HOUSING AND EQUAL OPPORTUNITY  
ENFORCEMENT/COMPLIANCE/PROGRAM OPERATIONS  
Equal Opportunity Specialist  
(Civil Rights Analyst)  
GS-360-09

Incumbent serves in a position of public trust.

This position is located in the FHEO Hubs, Program Centers or local FHEO Sites. The incumbent works under the direction of a Branch Chief in the area of intake/assessment, enforcement, compliance, and/or program operations. The Civil Rights Analyst's work may involve complaint intake/assessment, investigating complaints, local situations of laws, policies, practices, or conditions that lead to the clustering, segregation, and isolation of protected classes (racial and ethnic minorities, women, disabled persons, families with children, etc.) Using information technology, the fair housing planning process, and/or enforcement techniques, the Civil Rights Analyst conducts investigations, fact-finding, facilitation, analysis, and negotiations to bring about solutions to civil rights-related problems.

In the area of enforcement, the incumbent is primarily involved in intake/assessment and/or investigation, conciliation, and resolution of complex, highly sensitive and difficult allegations of discrimination related to housing and employment.

In the area of compliance, the incumbent is primarily involved in performing reviews of the fair housing policies/practices of recipients of federal funds (e.g. Public Housing Authorities, Assisted Housing, and other HUD subsidized housing programs) in order to secure compliance under Title VI, Section 109, Section 504, and Executive Order 11063.

In the area of operations, the incumbent is primarily involved in assessing program effectiveness in given localities by reviewing fair housing program plans for consistency with program objectives.

The incumbent is a fair housing and equal opportunity specialist in the administration of the Department's civil rights-related program requirements, in connection with Title VIII of the Civil Rights Act of 1968, Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act, and other relevant Executive Orders and regulations. The incumbent undertakes a wide variety of assignments which may be in the areas of enforcement, compliance and/or program operations, working in conjunction with other Equal Opportunity Specialists, HUD program staff, and counsel.

DUTIESENFORCEMENT

Intakes/Assesses, investigates, conciliates, and/or resolves complex, highly sensitive and difficult allegations of discrimination related to housing, and employment.

Conducts systemic housing discrimination complaints, which affect large numbers of minorities and women, or which have been in effect for a substantial period of time, resulting in institutional or flagrant housing discrimination patterns of practices.

Interviews complainants and witnesses to obtain evidence relevant to the allegation of discrimination.

Contacts respondents to serve charges, explains respondent's rights and obligations under the law, and conducts interviews to obtain evidence.

Interviews recipient officials and representatives, citizen groups, and others to obtain relevant information.

Prepares final investigative reports, critically analyzes evidence, and makes findings and recommendations.

Drafts subpoenas, when required, to obtain documents, records, or testimony.

Drafts letters of determination for the Director.

Works with Fair Housing Assistance Programs Agencies in the implementation of their responsibilities under the Fair Housing Act and other applicable statutes, rules and regulations.

Assists local officials, organizations, and community groups in finding ways to reverse or eliminate patterns or practices that injure those protected by civil rights laws.

Works with all necessary HUD divisions and personnel beyond FHEO as well as appropriate persons and organizations outside of HUD to achieve improvements for protected classes, in close consultation with supervisor or higher management officials.

COMPLIANCE

Assists in performing compliance reviews of the fair housing policies/ practices of recipients of federal monies, i.e., Public Housing Authorities, Assisted Housing, and other HUD subsidized housing programs.

Secures voluntary compliance and/or attempts conciliation with recipients of HUD funds under Title VI, Section 109, Section 504, and Executive Order 11063. If settlement fails, drafts recommendations for further action on charges.

Prepares final investigative reports or a standard compliance review format which includes specifying issues, presenting facts germane to those issues, critically analyzing evidence, and making findings and recommendations.

Drafts letters of determination.

Interviews complainants and witnesses to obtain evidence relevant to the allegation of discrimination.

Contacts respondents to serve charges, explain respondent's rights and obligations under the law and conducts interviews to obtain evidence.

Interviews recipient officials and representatives, citizen groups and others to obtain relevant information.

Assists in the processing, investigation, and conciliation of housing discrimination complaints of an extremely complex or sensitive nature such as those involving widespread land use, conflicting or potentially unenforceable local occupancy and zoning codes, handicap access under multiple authorities, residential financing and brokerage and appraisal practices, and prepares memoranda raising issues concerning jurisdictional and other legal questions for presentation and consultation with counsel, as needed.

Works with all necessary HUD divisions and personnel beyond FHEO as well as appropriate persons and organizations outside of HUD to achieve improvements for protected classes, in close consultation with supervisor or higher management officials.

Reviews documents pertaining to recipient or respondent practices and policies.

PROGRAM OPERATIONS

Assists in assessing program effectiveness by reviewing fair housing program plans for consistency with program objectives. Identifies operational problems and recommends corrective action.

Gathers and synthesizes facts using information technology to develop statements, findings, and conclusions resulting in position papers which will be disseminated to community-based interest groups, the media, and the general public.

Assists in convening meetings of persons representing regulated entities, community organizations, and business and industry groups. Some or all such persons may be hostile towards each other and/or towards HUD's involvement.

Assists in developing fair housing plans and strategies to address industry policies and practices or to address areas where existing guidelines have not been effective.

Conducts analysis, fact-finding, facilitation, and negotiations to bring about solutions to civil rights problems in a given locality using information technology and the fair housing planning process.

Maintains an in-depth, up-to-date knowledge of social and economic trends in local communities as they pertain to the concepts, principles, and methods associated with the various HUD programs.

Negotiates resolutions of broad and complex problems where fundamental changes in the policies and operations of the regulated entities are required.

Assists in identifying local situations of laws, policies, practices, and conditions that lead to the clustering, segregation, and isolation of protected classes.

Assists local officials, organizations, and community groups in finding ways to reverse or eliminate patterns or practices that injure those protected by civil rights laws.

Works with all necessary HUD divisions and personnel beyond FHEO as well as appropriate persons and organizations outside of HUD to achieve improvements for protected classes, in close consultation with supervisor or higher management officials.

Reviews documents pertaining to recipient or respondent practices and policies.

Assists in drafting statements on a wide variety of complex or systemic discrimination issues. Prepares replies to written inquiries of a controversial nature or program area.

Performs a wide variety of complex assignments, working in conjunction with other Fair Housing and Equal Opportunity staff, HUD Program, Counsel staff, and others as needed, to effectively carry out the functions of FHEO.

Maintains continuing liaison with the higher management officials of other Federal agencies administering civil rights programs related to or having an impact on those of HUD, including the Comptroller of the Currency, Federal Reserve Bank, Small Business Administration (SBA), Department of Justice, Federal Bureau of Investigation, Department of Agriculture, General Services Administration, Federal Home Loan Bank Board, and others.

#### Factor 1 - Knowledge Required by the Position

Basic working knowledge of the rules, regulations, and statutes prohibiting discrimination in housing and employment, and in the use of federal funds for HUD housing, housing management, and community development programs.

The incumbent must have a developing knowledge of specific HUD programs, how to retrieve data related to them, and recognize where incorrect application of programs will impact negatively upon EO concerns.

Knowledge of agency procedures for accepting, investigating and settling complaints and the legal rights and obligations of parties to the complaint and of witnesses.

Knowledge of conventional investigative techniques, and a general understanding of settlement negotiating techniques.

Skill in investigating complaints, interviewing parties to the complaint and witnesses, reviewing documentary evidence, analyzing evidence and writing reports, memoranda and letters.

Knowledge of the geographical areas being served. This includes a knowledge of the local government and business institutions, as well as social and economic factors that apply to FHEO issues.

Skill in meeting with parties to the complaint to negotiate settlements.

Skill in the use of computer systems and technology.

## Factor 2 - Supervisory Controls

The incumbent is supervised by the Branch Chief who makes work assignments and tracks accomplishments. The incumbent works independently in planning and carrying out the assignments, selects the appropriate review, investigative and conciliation techniques to complete the assignment more adequately.

Completed work including investigation reports and files and decision letters are reviewed for technical soundness, completeness and conformity to program requirements.

## Factor 3 - Guidelines

Guidelines include the broad range of applicable laws and executive orders covering fair housing and equal opportunity, investigation and conciliation manuals, agency directives, agency precedent and pertinent reference and regulatory materials. Guidelines frequently require interpretation in their application to specific situations. The incumbent exercises judgment to interpret and adapt guidelines to specific factual situations of alleged discriminatory housing practices or policies.

## Factor 4 - Complexity

Assignments are to conduct complete investigations and compliance reviews requiring the use of a variety of conventional factfinding and analytical techniques and to complete the case file including a written analysis and recommended decision. Cases assigned for investigation are normally characterized by the following: 1) determination of the validity of complainants and respondents positions in routine complaints; 2) parties are predisposed toward reaching an agreement and guides for resolution are clear; and 3) problems anticipated are resolved during the course of the investigation with minimal or no supervisory guidance.

Determines what needs to be done, under supervision and establishes the sequence in which all courses of action are to be accomplished including selection and strategy of/for interviewing witnesses.

## Factor 5 - Scope and Effect

Work results in investigative reports, conclusions and recommendations which have immediate impact. The work results include investigative reports, conclusions, and recommendations that constitute a technical recommendation for a finding in individual discrimination complaints. Findings eventually impact on a agency housing policies and practices and individual's housing opportunities through conciliation or litigation.

#### Factor 6 - Personal Contacts

Contacts are with the general public, complainants, respondents, management officials, attorneys, managers of real estate firms, financial institutions and public agencies, etc. Each contact is different and independent and the role and authority of participants is usually developed during the course of the meeting or interview.

#### Factor 7 - Purpose of Contact

The purpose of the contacts is to interview persons and discuss controversial issues to obtain information and opinions from individuals or groups who may be skeptical or hostile to the purpose of the interview. Incumbent must maintain control of the situation during all contacts so as to expedite investigations and negotiations of settlements and obtain needed information.

#### Factor 8 - Physical Demands

The work requires periods of physical exertion such as extended periods of intensive negotiation or conciliation without rest periods. It includes meeting with parties, to conciliate complaints and voluntary compliance agreements, in intensive conciliation or negotiations sessions, for periods of four hours or longer. The work requires specific, but common physical characteristics and abilities, such as above average agility, physical and emotional stamina, and resistance to fatigue. Physical exertion involves prolonged stooping, kneeling, and bending to obtain data from files and occasional brief visits to sites during the fact-finding phase.

#### Factor 9 - Work Environment

In addition to working in an office setting, which involves everyday risks and discomforts, the work regularly include visits to construction and geographical areas which may pose a threat of physical violence or that may involve moderate discomforts or risks. Work and physical movements must be carefully planned to avoid particular dangers.